

Data Collection and Distribution System (DCDS)
May 2008 Release – Version 05.01.01 Application Changes
Final as of 5/20/08

| Window | Enhancement | User Affected |
|----------------------------|---|--|
| Many | <p>SSN: Throughout DCDS the SSN label was changed to EID as an abbreviation for employee identifier. The hyphens were removed from the employee identifier to further clarify that it is not SSN. Wherever feasible, redundant instances of the employee identifier were removed from windows. Note that in DCDS employee identifier is still 9 characters, and therefore requires leading zeroes to complete the field.</p> | All |
| Data Collection | <p>Coding Block Entry: Expanded the width of the Project pick list when it is clicked. This was done to allow a full 40 character project name to display without truncating the right-most characters.</p> <p>Activity Tab: Modified the Unit Entry bottom tab so that pay period totals are available for each row of Activity that is entered.</p> <p>In rare instances when Activity is entered after the Time for the pay period is processed, a duplicate status of PROC is entered for the timesheet. This requires DIT intervention to eliminate the duplicate data. The problem is eliminated in this release.</p> <p>When the Detail Entry bottom tab is pressed the response time was poor. In the new release the window was tuned and response time improved dramatically.</p> <p>Emp Info Tab: Seasonal employees (status code = 'AE') will now have their average hours displayed for the past 6 pay periods in order to assist users with calculation of holiday hours.</p> <p>The "FLSA Exempt" and "FLSA Exp Date" labels were changed to "OT Exempt" and "OT Exp Date" to be more consistent with HRMN.</p> <p>Notifications: Currently email notifications are sent for modified timesheets when the user presses the Save button. This can result in missed notifications when the user Submits the modified version without Saving first. This problem has been corrected so that notifications will be sent when the Submit button is pressed instead. Also, the wording of the notification email has been clarified to differentiate between a modified timesheet and an adjusted timesheet.</p> | <p>Employees Timekeepers Supervisors Auditors Certifiers Releasers</p> |
| Data Collection Adjustment | <p>Modify: On rare occasions a timesheet could be modified without creating a Data Collection Adjustment. This problem has been corrected.</p> <p>Hours Entry – Corrected a sporadic database error that occurred when using Hours Entry mode to create an adjustment with multiple coding blocks.</p> <p>Notifications: Currently email notifications are sent for adjusted timesheets when the user presses the Save button. This can result in missed notifications when the user Submits the adjusted version without Saving first. This problem has been corrected so that notifications will be sent when the Submit button is pressed instead. Also, the wording of the notification email has been clarified to differentiate between a modified timesheet and an adjusted timesheet.</p> | <p>Human Resources Financial</p> |

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| Data Collection Adjustment (continued) | Select All – When using select all, an adjustment to one employee could cause that adjustment to be applied to all employees in the TKU whose timesheets contain the adjusted hours type. This problem has been corrected. | Human Resources Financial |
| TKU Processing | <p>Selection: After reviewing data for a TKU if a user presses the Select button again without changing search criteria, the data on the other tabs does not get refreshed. This can be a problem when timesheets are generated from the Missing tab, or when an employee submits time after the initial selection was performed. This issue was fixed so that whenever the Select button is pressed, the data on the other tabs will be refreshed.</p> <p>TA Summary: When printing from the TA Summary tab, the report footer (including signature line) prints after the first record as well as at the bottom of the report. To view the report without the additional footer on the first page, it can be printed from the Reports-Timekeeper-TA Summary window.</p> | Timekeepers Auditors Certifiers Releasers |
| Leave/OT Request | <p>Highlight Holidays: When a user creates a new Leave/Overtime Request, the data entry boxes will be highlighted with red for days that are holidays. This is intended to discourage users from requesting leave on holidays.</p> <p>Notifications: The email sent when a Leave/OT Request is submitted for an employee by another person indicates who submitted the request, not the employee for whom the request was submitted. In the new release the email includes both the name of the employee for whom the request was submitted as well as the name of the person who submitted it.</p> | Employees Timekeepers Supervisors |
| Leave/OT Inquiry | Hours Field Size: Previously when negative hours were entered with a value greater than 9, part of the data would not be visible due to the field being too small. The field was expanded to accommodate larger negative numbers. | Employees Timekeepers Supervisors |
| Distribution Detail Inquiry | Selection: Added a value of “00” to the process day drop down so that transactions can be retrieved by day when Labor Distribution runs on a weekend. This is required occasionally during abbreviated payroll cycles when the pay period contains a holiday. | Financial |
| Distribution Inquiry by Employee | Employee Position Change: When querying for transactions related to an adjustment processed for an employee’s old position, the transactions would display on the Pay Type tab, but not on the Detail Dist or Coding Block tabs. Detail transactions for old positions can now be seen on this window if it is accessed by pressing the Emp Detail button on the Distribution Detail Inquiry window. Old position transactions will not display if you select the employee directly from the Distribution Inquiry by Employee window. | Financial |
| Labor Distribution Adjustments | <p>History: A new History bottom tab has been added to the Review top tab. This new tab will show all actions taken on the adjustment, the person who took the action, and the date it occurred.</p> <p>Multipurpose Code Validation – The window wasn’t correctly searching for the TKU Option that controls whether multipurpose code validation should occur. Consequently sometimes multipurpose code produced errors when it shouldn’t, or validation didn’t occur when it should. In the new release the TKU used as selection criteria for the adjustment will be used to find TKU Option setting for multipurpose code validation.</p> | Financial |
| Standard Distribution | Date Gaps: Added a warning message to alert users when they have created DCDS standard distributions that result in a date gap. This was requested to notify users that the HRMN standard distribution would be used to fill the gap in dates. | Human Resources Financial |

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| Standard Distribution (continued) | <p>End Date: A warning message was added when DCDS detects that the user's workstation has Windows settings that are configured to display dates with a 2 digit year. In such cases, the "infinity" end date for DCDS standard distributions gets set to year = 2022 instead of 2222. This can result in undesirable standard distribution data.</p> <p>Percent: When a standard distribution is broken into several percentages, a rounding error could occur causing the system to miscalculate the total. If such a miscalculation did not equal 100% the user was prevented from saving the record. This rounding problem has been corrected in the new release.</p> <p>Expanded the size of the Percent field so that the right edge of the value 100.00 will fully display.</p> | Human Resources Financial |
| Mass Standard Distribution | From Coding Block: Users requested that when creating a new mass standard distribution, coding block validation should not occur on the "From" side of the transaction. This was done so that invalid coding blocks can be changed using Mass Standard Distribution transactions. | Financial |
| Coding Block Crosswalk by Pay Type | <p>Selection: Added an Appropriation Year field to allow users to further refine the selection criteria for retrieving existing coding block crosswalks by pay type.</p> <p>Selection: Access to this window was mistakenly being controlled by user security settings for the TKU Crosswalks function. This was corrected so that the correct function (PRM032 - Coding Block Crosswalk) is now being used. This change may cause a user to have problems accessing the window if their security settings do not include the correct function.</p> | Financial |
| Reports | <p>TA Summary HR-332A: If data collection is performed using Summary Entry at split pay, the TA Summary report currently displays both old and new year hours in the New Year column. Following this change, the hours will be properly split between Old and New Year columns.</p> <p>Activity Usage HR-310: Currently the header does not display properly after the first page, and detail comment records are missing intermittently when records extend the report beyond one page. Both of these problems are corrected in the new release.</p> | Employees Timekeepers |
| Miscellaneous | <p>Oracle Client: Along with installing the new DCDS release, the Oracle client software on user workstations may be upgraded. The Oracle client is used by DCDS and other applications to connect to Oracle databases. This client upgrade is required as a pre-requisite for an Oracle server upgrade planned for DCDS later in 2008.</p> <p>PowerBuilder Upgrade: The entire DCDS application was migrated to PowerBuilder version 10.5. This better positions the application for future modifications, by returning it to a supported version of PowerBuilder.</p> | All |